

# CALSTARS/FSCU – FISCAL YEAR 2010/11 PLANNER

July 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>CALSTARS Processing Times:</b> <ul style="list-style-type: none"> <li>• Cost Allocation-----10:00 AM</li> <li>• Labor Distribution-----3:00 PM</li> <li>• Nightly Processing-----6:00 PM*</li> <li>• YEC/YEO-----6:00 PM</li> </ul> <p>*On the last working day of each month, nightly processing begins at 5:00 PM rather than 6:00 PM</p>				1 <b>Happy New Fiscal Year!</b>	2  CALSTARS Saturday Hotline starts tomorrow Monthly UCM web update	3 CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM.  Production Control Unit available 9:30AM – 2PM.
4 	5 <b>Independence Day (July 4<sup>th</sup> Observed)</b>	6	7	8	9 Workload data for Pro Rata/SWCAP due from central service agencies	10 CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM.  Production Control Unit available 9:30AM – 2PM.
11	12	13	14 Pro Rata/SWCAP Expenditure and Miscellaneous Training for Central Service Agencies.	15 Departments submit quarterly request to DOF Budget Analyst for SWCAP recoveries.	16	17 CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM.  Production Control Unit available 9:30AM – 2PM.
18	19 Look for Budget Letter on New Late Payment Penalty Rates	20	21	22	23 Have you ordered and received all of your monthly CALSTARS reports	24 CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
25	26	27	28	29 Last day to run monthly CA/FS by 10AM.	30 Month-end rollover. 4th quarter CMIA reports due from departments.  <b>PAY DAY</b>	31 CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM



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August 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 	2 Statements due to SCO for General Fund, feeder funds, economic uncertainty funds.	3 Monthly UCM web update.	4	5	6	7 CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM.  Production Control Unit available 9:30AM – 2PM
8	9	10	11	12	13 1st quarter Pro Rata transfer by SCO.  CALSTARS Saturday Hotline ends tomorrow	14 CALSTARS Hotline 8AM – 1PM.  Processing begins at 1PM.  Production Control Unit available 9:30AM – 2PM.
15	16	17	18	19 Last day to transmit auto Year-End DB3 data (Set indicator by 6PM).	20 Statements due to SCO for all funds other than General Fund. Expenditure data for Pro Rata/SWCAP due from central service agencies.	21
22	23 <b>Reminder:</b> Run YEC/YEO before CA/FS.	24 Have you ordered and received all of your monthly CALSTARS reports?	25	26 Register for CALSTARS 2010/11 training classes.	27	28
29	30 Last day to run monthly CA/FS by 10AM.	31 Month-end rollover.  <b>PAY DAY</b>	<b>CALSTARS Contacts:</b> Hotline (916) 327-0100 Hotline E-mail <a href="mailto:hotline@dof.ca.gov">hotline@dof.ca.gov</a> Fax (916) 323-4049 Training Registrars (916) 445-0211, Ext. 2811 or 2812 Production Control (916) 323-7541  <b>FSCU Contacts:</b> Hotline (916) 324-0385 Hotline E-mail <a href="mailto:fscuhotline@dof.ca.gov">fscuhotline@dof.ca.gov</a> Fax (916) 445-2854 Pro Rata (916) 445-3434 ext 2138 SWCAP (916) 445-3434 ext 2139 Pro Rata/SWCAP E-mail <a href="mailto:fiprowp@dof.ca.gov">fiprowp@dof.ca.gov</a> State Fund Accounting (916) 445-3434 ext 2142 CMIA (916) 445-3434, Ext 2145			

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September 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 GAAP information due to SCO.	2 Monthly UCM web update.	3	4 Vendor payment purge
	5	6 Labor Day	7	8	9	10
	11	12	13	14	15 CMIA Training. 9:00 – Noon Redwood Room.	16 Reminder: Run YEC/YEO before CA/FS.
	17	18	19	20	21 ICRP Training.	22 Have you ordered and received all of your monthly CALSTARS reports?
23	24	25	26	27	28	29 Last day to run monthly CA/FS by 10AM.
30 Month-end rollover. <b>PAY DAY</b>	CALSTARS Frequently Asked Questions: <a href="http://www.dof.ca.gov/html/calstars/faq.htm">www.dof.ca.gov/html/calstars/faq.htm</a> 			State Fund Accounting Course Fall Session Begins <a href="http://www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course">www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course</a>		

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October 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1  Look for Pro Rata/SWCAP Budget Letter.	2
3	4  Monthly UCM web update.	5 Pro Rata/SWCAP New/Experienced Budget Analyst Training.  Pro Rata/SWCAP assessment sheets and Apportionments released to Finance budget analysts.	6	7	8	9
10	11	12  Pro Rata/SWCAP assessment sheets due from departments to Finance budget analyst	13	14	15  1st quarter SWCAP transfer due.	16
17	18	19	20	21	22  Have you ordered and received all of your monthly CALSTARS reports?	23
24	25	26	27	28  Last day to run monthly CA/FS by 10AM.	29  Month-end rollover. 1st quarter CMIA reports due from departments.	30
31  						


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November 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <b>PAY DAY</b>	2 Monthly UCM web update.	3	4	5	6
7	8	9	10	11 <b>Veterans Day</b>	12	13
14	15 2nd quarter Pro Rata transfer by SCO.	16	17	18 Have you ordered and received all of your monthly CALSTARS reports?	19	20
21	22	23	24 Last day to run monthly CA/FS by 10AM. Early processing day.	25 <b>Thanksgiving Day</b> 	26 <b>Day after Thanksgiving</b>	27
28	29	30 Month-end rollover.	<p><b>Question:</b> Can departments pay claims against reverted appropriations from current appropriations? Does Department of Finance (Finance) need to approve reverted year claims?</p> <p><b>Answer:</b> Departments may pay claims against reverted appropriations from any current year appropriation available for the same purpose, e.g., a claim against a reverted support appropriation may be paid from a current year support appropriation (GC Section 16304.1; SAM Section 8422.7).</p> <p>Finance approval is not required for such claims.</p> <p>FSCU Frequently Ask Questions: <a href="http://www.dof.ca.gov/fisa/fscu/fscu_faqs.htm">www.dof.ca.gov/fisa/fscu/fscu_faqs.htm</a></p>			


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December 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1  Submit ICRPs to FSCU for review.  <b>PAY DAY</b>	2  Monthly UCM web update	3	4  Vendor payment purge
5	6	7	8	9	10	11
12	13	14	15	16  Last day to correct 2010 reportable payments. Request P01/P02 Reports.	17  2010 reportable payments sent to FTB to create 1099s. Begin posting 2011 reportable payments	18
19	20	21	22	23	24  Early processing day. Have you ordered and received all of your monthly CALSTARS reports?	25  
26	27	28	29	30  Last day to run monthly CA/FS by 10AM.	31  Month-end rollover. Early processing day. CMIA Annual Report, ICRPs/SWCAP due to Federal Government.  <b>PAY DAY</b>	

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January 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Review ARs for submittal to FTB Offset.  State Fund Accounting Course Spring Sessions Begin <a href="http://www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course/">www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course/</a>						1  
2	3  <b>Reminder:</b> Batch dates must be 2011.	4  Monthly UCM web update.	5	6	7	8
9	10	11	12	13	14	15
16	17  <b>Martin Luther King, Jr. Day</b>	18  2nd quarter SWCAP transfer due.	19	20	21  Have you ordered and received all of your monthly CALSTARS reports?	22
23	24	25	26	27	28  Last day to run monthly CA/FS by 10AM.	29
30	31  Month-end rollover. 2nd quarter CMIA reports due from departments.  <b>PAY DAY</b>	<b>Question:</b> How is the Budget Sequence number for an appropriation transaction determined?  <b>Answer:</b> Use Budget Sequence number 001 for the initial authorization after Budget Revision (BR) 1. For Subsequent BRs, use the Budget Sequence number assigned to the BR by your agency's Budget Office. For Executive Orders, use the assigned Budget Sequence number on the CALSTARS website at <a href="http://www.dof.ca.gov/html/calstars/calsdocs/optools/budgetsequencenumber.htm">www.dof.ca.gov/html/calstars/calsdocs/optools/budgetsequencenumber.htm</a> . Agencies can discontinue the use of the Budget Sequence number and the CALSTARS N report series by entering N in the Budget BUD SEQ indicator field located on the OC Table.  CALSTARS Frequently Ask Questions: <a href="http://www.dof.ca.gov/html/calstars/faq.htm">www.dof.ca.gov/html/calstars/faq.htm</a>				

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February 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Monthly UCM web update.	3	4	5
6	7	8	9	10	11	12
13	14 	15 3rd quarter Pro Rata transfer by SCO.	16	17	18 Have you ordered and received all of your monthly CALSTARS reports?	19
20	21 <b>Presidents Day</b> Look for Pro Rata and SWCAP Training schedule.	22	23	24	25 Last day to run monthly CA/FS by 10AM.	26
27	28 Month-end rollover.	<p><b>Question:</b> What is Pro Rata?</p> <p><b>Answer:</b> Pro Rata is the recovery of central service administrative costs from special and non-governmental cost funds. The State of California provides certain services (central administrative agencies), such as, accounting, computing, payroll services, banking, etc., to operating agencies (departments) on a centralized basis. Pro Rata is a process that identifies these central service administrative costs and assigns them to benefited activities (functions) on a reasonable and consistent basis.</p> <p>Pro Rata Frequently Asked Question: <a href="http://www.dof.ca.gov/FISA/PROSWCAP/Pro_Rata_FAQS.doc">http://www.dof.ca.gov/FISA/PROSWCAP/Pro_Rata_FAQS.doc</a></p>				





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March 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 <b>PAY DAY</b>	2 Monthly UCM web update.	3	4	5 Vendor payment file purge
6	7 Look for CALSTARS Year-End Training schedule COM(s).	8	9	10	11	12
13	14	15	16	17 	18	19
20 	21	22	23 Have you ordered and received all of your monthly CALSTARS reports?	24	25	26
27	28	29 Last day to run monthly CA/FS by 10AM.	30 Month-end rollover. <b>PAY DAY</b>	31 <b>Cesar Chavez Day</b>	<b>Finance Website References:</b> Department of Finance: <a href="http://www.dof.ca.gov/">http://www.dof.ca.gov/</a> CALSTARS Home Page: <a href="http://www.dof.ca.gov/html/calstars/default.htm">http://www.dof.ca.gov/html/calstars/default.htm</a> FSCU Home Page: <a href="http://www.dof.ca.gov/accounting/fscu">http://www.dof.ca.gov/accounting/fscu</a>	

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April 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Pro Rata/SWCAP/ICRP training this month.					1  Start conducting Year-End meetings (use updated Year-End work plan). CALSTARS table log records back-up and purge process.	2
3	4  Set AS reversion indicators for CFY022 and CFY023 processes.  Monthly UCM web update.	5  Register for CALSTARS Year-End Classes.  Look for Pro Rata and SWCAP Training.	6  CFY022 process 1st Reports Only Run.	7	8  <b>Reminder:</b> Table Review: OC, AS, IC, PCA, LC, CA and EM before generating and creating FFY 2010 tables.	9
10	11	12	13	14	15  Departments request quarterly SWCAP transfer.	16
17	18  CFY022 process 2nd Reports Only run.  Look for Budget Letter on Year-End Financial Reporting Guidelines.	19	20	21	22  Have you ordered and received all of your monthly CALSTARS reports?	23
24	25	26	27  Pro Rata/SWCAP training for departments.	28  Last day to run monthly CA/FS by 10AM.	29  Month-end rollover. 3rd quarter CMIA reports due from departments.  <b>PAY DAY</b>	30

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May 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 CFY022 process Final Transaction Run generates liquidation and reclass entries.	3 Monthly UCM web update.  First Day to run CA/FS for April.	4	5	6	7
8 	9 Look for Pro Rata/SWCAP Workload Training for central service agencies.	10	11 Look for news item regarding SCO Fiscal Year-End Procedures.	12	13 4th quarter Pro Rata transfer by SCO.	14
15	16	17	18	19 CFY023 process 1st Reports Only Run.	20 Have you ordered and received all of your monthly CALSTARS reports?	21
22	23	24	25	26	27 Last day to run monthly CA/FS by 10AM.	28
29	30 <b>Memorial Day</b> 	31 Month-end rollover.  <b>PAY DAY</b>	<p><b>Question:</b> What is the Statewide Cost Allocation Plan (SWCAP)?</p> <p><b>Answer:</b> SWCAP is prepared annually by the Department of Finance, Fiscal Systems and Consulting Unit. The State of California provides certain services such as budgeting, accounting, auditing, payroll, etc., to operating agencies on a centralized basis. Since federally supported awards are performed within the individual operating agencies, a process is necessary to identify these central service costs and assign them to benefited activities on a reasonable and consistent basis. Departments recover their assigned costs from the federal government. The federally reviewed and approved, statewide central service cost allocation plan provides that process.</p> <p>SWCAP Frequently Asked Question: <a href="http://www.dof.ca.gov/FISA/PROSWCAP/FAQs-SWCAP.htm">www.dof.ca.gov/FISA/PROSWCAP/FAQs-SWCAP.htm</a></p>			

# CALSTARS/FSCU – FISCAL YEAR 2010/11 PLANNER

June 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CALSTARS What's New: <a href="http://www.dof.ca.gov/html/calstars/Whatsnew/whatsnew.htm">http://www.dof.ca.gov/html/calstars/Whatsnew/whatsnew.htm</a> 			1	2 Monthly UCM web update.	3	4 Vendor payment purge.
5	6	7	8 CSA Workload Training. (2012-13 Plan)	9 Review Vendor Number: "AAAAAAAAA".	10 CFY023 process 2nd Reports Only Run.	11
12	13 Ensure FFY 2011 OC Table is established.	14	15	16	17	18
19 	20	21 	22 Have you ordered and received all of your monthly CALSTARS reports?	23	24 Ensure all FFY 2011 Tables are established and reviewed: OC, AS, IC, PCA, LC, CA and EM Table.	25
26	27	28	29 Last day to run monthly CA/FS by 10AM.	30 Month-end rollover. CFY023 process Final Transaction Run – generates reclass entries. Budget Letter prohibiting ORF disbursements issued if no budget is passed. <div style="text-align: center; color: red; font-weight: bold;">PAY DAY</div>		